

Plymouth County Retirement Association

POSITION DESCRIPTION

Job Title: Administrative Assistant
Reports To: Executive Director

Date Prepared: June 2017
FLSA Status: Non-Exempt

Summary:

Provides a variety of general clerical and/or office support duties by performing, but not limited to, the following duties:

Duties:

- Serve as receptionist for the office; answering phone, meet and greet members/visitors upon arrival, conveying messages, etc.
- Type letters, forms or other correspondence as needed
- Assist in maintaining members/retirees files, including scanning of correspondence
- Assist in copying of large projects for office staff
- Process and deliver all incoming and outgoing mail as well as faxes
- Enter data into computer system as well as print/compile various reports
- Checks and compares data for accuracy and completeness
- Any additional duties assigned by the Executive Director

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to pass initial and periodic CORI background checks.

Education/Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Computer Skills:

To perform this job successfully, an individual should have knowledge of MS Word and Excel.

Certificates and Licenses:

None required.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee may occasionally lift and/or move up to 25 pounds.
- While performing the duties of this job, the employee is regularly required to sit, stand or generally move about the office.

Application deadline is Noon on July 21, 2017

Send resume and cover letter electronically only to:

David Sullivan, Executive Director

Plymouth County Retirement Association

dsullivan@pcr-ma.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

<p>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>
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